

School of Informatics and Computing – Bloomington
Guidelines for Teaching Loads of Tenure-Line Faculty

December 5, 2016

The School of Informatics and Computing allows faculty to have assignments of their teaching, research and service obligations that differ from the standard 40%/40%/20%. When there is an adjusted workload, merit review expectations for each category are adjusted correspondingly, and an appropriately adjusted weighting is used to determine the overall merit rating. Thus, there is equivalent reward for equally meeting or exceeding expectations. Such adjustments may be reflected in teaching loads.

At IUB, the standard teaching load for tenure-track faculty prior to tenure is 2 courses per year. The standard teaching load for tenured faculty is 3 courses per year. Loads may be re-examined periodically taking into account teaching loads at peer institutions, the ability of the school to meet its teaching obligations, and campus expectations.

Adjustments

Unit chairs, in consultation with their units' relevant committees as needed, may make adjustments to a faculty member's balance between teaching, research and service on an annual basis, provided those adjustments can be done without detriment to a unit's teaching and service missions. Adjustments may be based on factors such as:

- Considerably higher than normal research activity: Generally this includes a large amount of active graduate research student supervision together with the funding to support these students, and/or management of very large scale funded research projects. This can result in teaching load reductions as follows:
 - Reductions from a three course load to a two course load based on faculty contribution of one of the following:
 1. Year-long support of at least 3 graduate research assistants from external grant funding during a single full academic year to reduce course load to 2 courses. Support of a post-doctoral fellow can substitute for one RA.
 2. A contribution of 15% of academic year salary and benefits from external sources, coupled with support of the faculty member's graduate students who are beyond their first two years.
- Reductions below a two course load:
 - Teaching load reductions for research activity will not normally reduce loads below two courses. In exceptional cases, at the chair's discretion, faculty may be allowed to combine either reduction above with an additional buy down as in (2) above, to reach a one course load. For example, this might apply to a faculty member who also leads a major center.

Faculty may not reduce their load below 1 course/year.

- Considerably higher than normal teaching and/or curriculum development activity. This can occur as follows:
 1. Exceptional contributions to curriculum development or other non-classroom, instruction-related activities.
 2. A faculty member's desire to contribute more than the normal teaching load and have a reduced research expectation, with the concurrence of the chair/EAD that this is appropriate for the faculty member and the unit.
 3. An extra course assigned by the chair to a faculty member who is not deemed active in research.
- Extraordinary departmental, school or university service roles. This may include serving as director of an active research center.

Other considerations

- For untenured faculty, any teaching reduction (beyond the normal expectations for an untenured faculty member at that stage) must take into consideration the need to develop a strong record of teaching performance by the tenure review.
- Adjustments that decrease the research expectation below 40% are not permitted for untenured faculty.
- For all faculty members, teaching assignments must balance the school's need for undergraduate and graduate teaching, and give preference to coverage of required courses. Faculty who reduce their teaching load must still maintain this balance. Chairs will work with the associate deans for undergraduate and graduate studies in determining course reductions to assure coverage and balance.
- Teaching reductions should be established by April 1 for the next academic year.
- See "Guidelines on Allocation of Effort for Merit Review" for detailed information on effort allocation in the merit review process.